



INFORMATION BOOKLET

*FOR PROSPECTIVE DOMESTIC CHANNEL PARTNER
ONLINE APPLICATIONS*

IMPORTANT DATES

Registration starts
10th September, 2018

Last date for submission of Online Application
24th October, 2018

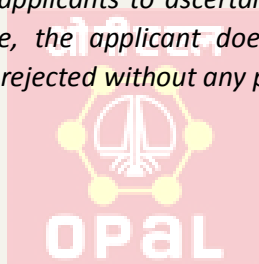
Last date for receipt of physical forms with documents
15th November, 2018 ; 1800 hrs



INSTRUCTIONS

The **APPLICANTS*** are advised to go through the Eligibility Criteria very carefully before making an online application.

It is sole responsibility of the applicants to ascertain that they are eligible to apply as per requirement of OPaL. In case, the applicant doesn't meet the Eligibility Criteria, such application shall summarily be rejected without any prejudice.



NOTE: Canvassing, exercising influence/ attempting to influence the pre-application, application and evaluation and post-evaluation process in any manner by the applicant may result in rejection of the application without assigning any reason whatsoever.

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INFORMATION BOOKLET

1. PROPOSED NETWORK OF DCA-cum-CS

LIST OF PROPOSED LOCATIONS FOR DCA-cum-CS		
STATE / U.T.	CITY	PROPOSED No.
Maharashtra	Nagpur	2
	Jalgaon	1
	Kolhapur	1
Daman & Diu (U.T.)	Daman	1
Dadra & Nagar Haveli (U.T.)	Silvasa	1
Goa	Goa	1
Gujarat	Surat	1
Madhya Pradesh	Bhopal	1
Punjab	Ludhiana	1
Chandigarh (U.T.)	Chandigarh	1
J&K	Jammu	1
Uttar Pradesh	Gorakhpur	1
Uttarakhand	Rudrapur	1
	Haridwar	1
Haryana	Faridabad	1
	Manesar	1
	Panipat	1
Bihar	Patna	1
Jharkhand	Ranchi	1
Chhatisgarh	Raipur	1
Assam	Guwahati	1
Tamil Nadu	Chennai	1
	Salem	1
	Madurai	1
Telangana	Hyderabad	1
	Warangal	1
Andhra Pradesh	Vijayawada	1
	Vishakhapatnam	1
Puducherry (U.T.)	Puducherry	1
Karnataka	Bengaluru	1
	Mangalore	1
Kerala	Kochi	1
TOTAL		33

NOTE: The above list of proposed locations is indicative. OPaL may at its own discretion add/ remove/ change the above locations/numbers required in line with business requirements during the process.



2. ROLES & RESPONSIBILITY OF DCA cum CS

Del Credere Agents –cum-Consignment Stockist (DCA-cum-CS) are legal entities with/maintaining a warehouse responsible for order processing and payment collection while complying with statutory norms on behalf of the organisation.

ONGC Petro additions Ltd (OPaL) appointed DCA-cum-CS shall be responsible for organizing, promoting, marketing, warehousing, distribution and sale of the Product(s) from Ex-Works (OPaL Dahej) or from any other place(s) as informed by OPaL from time to time and the CS Stock Point within the assigned Territory, adhering to statutory compliances as per the terms and conditions of the agreement.

3. WHO IS AN APPLICANT?

The entity making an application is defined as **APPLICANT***.

***APPLICANT** wherever used in the Information Booklet or Online Application Form or any document thereof, refers to either Proprietorship Concern (including HUF), or Partnership Firm or Limited Liability Partnership or Private Limited Company or Public Limited Company or State or Central PSU or Registered Co-operative Society **registered in India**.

The **APPLICANTS** are advised to go through the Eligibility Criteria vide Para 4.0 very carefully to ascertain eligibility of the applicant before making an application.

4. ELIGIBILITY CRITERIA

The **Applicant*** must meet the following eligibility criteria:

- I. **Applicant*** should be a Proprietorship Concern (including HUF) / Partnership Firm / *Limited Liability Partnership* / Private Ltd. Co. / Public Limited Co. / State or Central PSU / Registered Co-operative societies.

(All entities should be registered in India; Applicant is required to submit relevant proof for the same).

- II. **Applicant*** should have **minimum 2 years of experience** in marketing and distribution of Polymers and or related polymer segments like that of polymer compounds, polymer additives, masterbatches, polymer processors (*manufacturing finished plastic products out of polymers*) etc.

(Applicants must refer to GLOSSARY for definitions of above)

Please note that turnover from Petroleum products (Petrol, Diesel etc) , Kerosene, Tar, Bitumen, LPG, Lubes, and Oils will not be considered.

- III. **Applicant*** should have **a minimum average turnover** (of the last three completed financial years i.e. FY 2015-16, FY 2016-17 & FY 2017-18) **of Rs. 2.5 Crores per annum** from marketing

and distribution of Polymers and/or related polymer segments like that of polymer compounds, polymer additives, masterbatches, polymer processors (*manufacturing finished plastic products out of polymers*) etc.

Note: *In case an applicant is working as a Del Credere Agent (DCA), the value of sales through DCA would be considered for fulfillment of eligibility criteria as the purpose of turnover as stated above. A certificate from Chartered Accountant must be submitted, with respect to the product-wise turnover in any financial year.*

IV. Applicant* should have a **minimum net worth of Rs. 0.75 Crore** in the last completed financial year (*i.e. as on 31st March, 2018*).

It should be certified by a Chartered Accountant.

V. Persons / Karta of HUF/ Partners / Directors / Firms / Registered Co-operative societies / Companies convicted for any criminal offence involving moral turpitude/economic offences (*other than freedom struggle*) / minor / mentally unsound and totally paralyzed persons shall not be eligible to apply.

VI. Applicant* who have been appointed as any of the channel partners (*i.e. International Offtakers or DCA or DCA-cum-CS*) of OPaL shall not be eligible to apply. Any immediate family members (*either spouse, or dependent children or dependent parent/s*) of the appointed existing channel partners of OPaL shall also not be eligible to apply.

VII. Applicants* who are still in process of appointment as 'Dealers' may apply, subject to relinquishing dealership in case of being selected as DCA-cum-CS.

VIII. Applicant* must not have any common partners or directors or controlling shareholders, whichever is applicable, with any of the existing channel partners of OPaL (*i.e. International Offtakers or DCA or DCA-cum-CS or Dealer*). Such applicants shall not be eligible to apply.

IX. Applicants* who are authorized distributor / DCA / DCA-cum-CS / Consignment Stockist for any Indian or foreign plastic raw material manufacturer may apply subject to submission of an undertaking, along with their application to disengage themselves from such appointment on being selected as DCA-cum-CS by OPaL (*as per Annexure B/C, whichever is applicable*).

X. Any other dealer/ channel partner (DCA/ DCA-cum-CS) distributor/ transporter/ contractor/ vendor of OPaL who have resigned or have been terminated / black listed by OPaL shall not be eligible to apply.

5. SELECTION PROCESS

Applicants who meet the **minimum eligibility criteria** shall undergo evaluation process in two stages:

Stage-I (100 Points) – Document based evaluation

Stage-II (10 Points) – Personal interview of the shortlisted applicants

Applicants not meeting the eligibility criteria shall not be considered for further evaluation.

A. STAGE I

- I. The evaluation parameters with respective points allocated to each parameter for assessment of eligible applicants are as follows:

S. No.	Parameter	Max Points
1	Financial Capabilities	40
2	Business / Experience Details	30
3	Infrastructure	30
GRAND TOTAL		100

- II. The eligible applicants with top four scores (points) at a single location shall be called for the next stage (Stage-II) i.e. in the ratio of 1:4 with respect to number of positions at a location/city advertised.
- III. Applicants with same score (points) shall be considered at the same rank. In such cases, number of applicants called for interview may be more than the ratio mentioned above.
- IV. In case the number of eligible applicants is less than four (4) at a single location, then applicants called for interview may be less than the ratio mentioned above.

B. STAGE II

- I. The stage II evaluation is based on Personal Interview which is for 10 points. The evaluation parameters and the respective points allocated to each parameter is as below:

S. No.	Parameter	Max Points
1	Personality	15
2	Resource Management	25
3	Product Knowledge	10
4	Market Knowledge	10
5	Business Contacts	10
6	Business/Sales Plan	10
7	Market Feedback	20
GRAND TOTAL		100*

**The above score shall be converted out of 10 points for shortlisted applicants appearing for Stage-II*

II. APPEARING FOR INTERVIEW

- a. In case of Proprietorship firm, the proprietor will have to appear at the interview. For an HUF, Karta will have to appear for the interview.
- b. In case of Partnership firm / Limited Liability Partnership, all partners of the firm will have to appear at the interview.
- c. In case of bodies corporate, the controlling shareholder and director will have to appear at the interview, which will be duly authorized through a resolution passed by the Board.
- d. In case of Registered Co-operative societies, the member/ Chairman duly authorized through a resolution passed by the society shall appear in the interview.

C. DECLARATION OF RESULTS

- I. After completion of the interview, the final merit list shall be prepared based on the combined score of Stage-I & Stage-II (total of 110).
- II. One applicant shall be offered channel partnership ***at one location only across India even if applicant has applied for more than one location.*** The same shall be considered during Stage-II / interview along with applicants shortlisted at multiple locations and location with best mutual fit ascertained at the time of interview shall be offered.
- III. The email communication about the notification of results, once declared, shall be informed to all applicants.
- IV. The finally selected applicants will be offered a Letter of Intent (LOI) through their registered E-mail address/Post or any other suitable medium/combination of medium, as deemed fit.

D. AFTER DECLARATION OF RESULTS

- I. Subsequent to the results announced and LoI, a team of designated/appointed OPaL officials shall undertake a field investigation (visit of the office/warehouse setup) of the selected applicants. The field investigation of the first selected applicant shall be carried out to physically check the details provided in the application and the documents attached along with the application form.
- II. Letter of Award (LOA) will be issued to the successful applicant once the Field Investigation is found to be in order.
- III. On compliance of the requirements as per Letter of Intent (LOI)/ Letter of Appointment (LOA), including desired Security Deposit/Bank Guarantee as per prevailing OPaL business requirement mentioned therein; an agreement shall be entered between OPaL and the selected successful applicant.
- IV. The EMD of the selected successful applicants will be retained towards the Security Deposit, till the time the Security Deposit/Bank Guarantee is provided as per OPaL business requirements for

commencement of business. **No interest shall be paid on such EMD to applicants.**

- V. In case of failure/unsuitability/refusal of/by first selected applicant, the above process will be initiated for the very next applicant (waitlisted) for issuance of LOI/LOA followed by signing/execution of Agreement.

E. OTHER TERMS AND CONDITIONS

- I. OPaL reserves the right to amend, cancel or annul the process or part thereof, without assigning any reason whatsoever.
- II. Mere submission of information does not entitle the applicant to meet an eligibility criterion unless supported by relevant documents.
- III. **Area of Operation:**
Each DCA cum CS shall have a defined territory. Customers having Head Quarter within geographical limits of that territory will be generally attached to the concerned appointed DCA cum CS.
- IV. **Term of DCA cum CS:**
- The term of DCA cum CS shall be for 3 years. It shall be renewed every 3 years subject to satisfactory appraisal and mutual agreement.
 - DCA cum CS may be terminated due to non-performance or for breach of terms and conditions of the above-said Agreement, even before completion of tenure.
- V. **Earnest Money Deposit (EMD)**
- a) There is an **interest free EMD of Rs 2,95,000/-** (Rupees Two Lakh Ninety Five Thousand Only) payable online through designated payment gateway preferably through Net Banking (*the same being a high value transaction*). The transaction charges as applicable is to be borne by the applicant.
- b) Earnest money of appointed DCA cum CS will be retained/adjusted towards the security deposit. The same shall be forfeited in case if the appointed DCA cum CS fails to deposit a security amount as applicable within stipulated time period. **No interest shall be paid on such EMD to applicants.**
- c) The EMD of the applicants, who are not selected, will be returned back to them within 90 days from the finalization of the results. It may be noted that the overall process of selection and appointment may take approximately 6 months from the date of start of online applications.

6. INSTRUCTIONS FOR APPLICATION PROCESS

A. The online application is available on www.opalindia.in during the stipulated application window. To access online application, a java enabled /latest modern browser with good internet connectivity is required e.g. Internet Explorer, Opera, Firefox, Chrome, Safari.

B. ***You are also advised to review and ascertain Eligibility Criteria carefully before filling up the online application form. You are also requested to read and understand Instructions in toto before starting online application.***

C. Applicants are advised to check the 'Proposed Network of DCA-cum-CS' vide Para 1 to ascertain OPaL requirements. Applicants may apply for multiple locations through separate online application duly filled and submitted separately. **Multiple applications for same location by single applicant shall be liable to rejection.**

Please note that the list of proposed locations is indicative only. OPaL may at its own discretion add/remove/change the above locations/numbers required in line with business requirements.

D. ***Only online applications duly submitted before the deadline (24th October, 2018)***, the physical print of which **duly signed and stamped** and attached with relevant self-attested documents sent across to ONGC Petro additions Ltd (OPaL) so as to reach by stipulated period (*i.e. 15th November, 2018; 1800 hrs*) shall only be the applications that will be considered for evaluation by OPaL.

May please note that separate applications are required to be sent/submitted separately. OPaL shall not be responsible for any postal/courier delays under any circumstances.

E. You would be required to register yourself the first time, to be able to start filling up application form. The registration shall require few basic data (General Information) to be filled, which once submitted shall generate ***Username (e-mail id as mentioned in the general data form)*** and ***Password*** which would be sent to your registered e-mail id. You shall be required to check your registered e-mail Inbox for the same. If you do not receive it, please check your junk, bulk or spam mail box also.

As an abundant precaution, you are advised not to share your password with anyone.

F. Once you register yourself, you can login through the same Username (your registered e-mail id) and Password sent to you along with the link for making online payment for Non refundable Application Processing Fees. The applicant shall be required to pay a **Non-refundable Application Processing Fees of Rs 11,800/- only (Rupees Eleven Thousand Eight Hundred only)** inclusive of GST, for which an invoice shall be sent by OPaL for availing GST credit by the applicant.

Please note that there shall be separate transaction charges applicable while doing online payment as per agreement of the payment gateway provider and listed banks, chargeable to the applicant.

- G. Only after successful aforesaid payment, further data in the application form can be filled by the applicant. The application page, henceforth, shall reflect a **Unique Application-ID (UA-ID)** which can be used for any queries related to application during the process or thereafter. Please use this UA-ID mandatorily for any future correspondence also with us.
- H. You would be required to keep all requisite data and documents ready with you to enable filling up the application form. The indicative list of documents that can be utilised while filling up the application form is annexed as Annexure A.

With availability of all required documents, it would take approx. 30 min to fill the application.

- I. The mandatory data to be filled in the application form are marked by red asterisk (*). Unless you fill up the required data you will not be able to save and/or move to next section.
- J. The module has an inbuilt mechanism to save data that you are filing under **Auto-Save** option. In event of any unforeseen technical glitches, the last data filled in by you will be saved under Auto-save option. As a good practice, you may like to keep saving the data filled in between. Once you login again, you will be able to fill up the data from where you filled in last.
- K. There is an interest free **EMD of Rs 2,95,000/-** (Rupees Two Lakh Ninety Five Thousand Only) payable online through designated payment gateway **ONLY** preferably through Net Banking. **This can be done any time through the dedicated tab for EMD payment in the application module, not necessarily only prior to submission.**

OPaL recommends payment of EMD by the applicant at least three (3) working days prior to the last date of online submission to avoid last minute technical glitches in successful online financial transactions.

- L. Please note that data saved can be changed/edited **any time** before **'Declaration'** and **'Submit the application'**.

Once the form is submitted, it is locked for any further edits and you will not be able to make any changes whatsoever.

Once submitted, you have to take a print-out of the application to send it to designated address of ONGC Petro additions Ltd **only along with requisite supporting documents**. You may also save a pdf copy for your future reference. **The application form is required to be physically signed by authorised signatory of the applicant.**

- M. Please note that incomplete application forms in any manner will not be considered for any further processing/evaluation.

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- N. You are required to take the print-out of the finally submitted application form, put in the signature/s along with stamp/seal, enclose self-attested copies of all the relevant documents supporting your data/claims/candidature and put applications individually (in case of multiple locations) in a sealed envelope of relevant size and **MUST** subscribe the following:

APPLICATION FOR DCA-cum-CS at _____ (*Mention State and City location applied for*)

And

UA-ID _____ (*Generated during application process; on the right hand top corner of the printed Application Form*)

- O. Application form in sealed cover, complete in all respects, together with all enclosures, must reach us at the following address, on or before **1800 hrs of 15th November, 2018**

**Administrator – Channel Partner Applications
ONGC Petro additions Ltd
35, Nutan Bharat Co-operative Housing Society Limited,
R.C. Dutt Road, Alkapuri,
Vadodara – 390 007
Gujarat, India**

Please note that applications sent to any other address other than above shall not be considered.

Applicant to note that when they take out the print of Application Form, a page with the above details shall also be printed which may be used (pasted on the envelope) by the applicant, if they so desire.

- P. Application form applied **ONLINE** but not received by OPaL by the designated timeline **SHALL NOT** be considered for evaluation purpose of Stage-I of Selection Procedure (*Refer above*).
- Q. **OPaL will not be responsible for any postal/courier delay in receipt of the applications whatsoever, and the same would be rejected without assigning any reason whatsoever.**
- R. In case you are selected for the next stage, you will be informed by OPaL through appropriate mode of communication.

In case of **any queries or problems** faced during online application process you may contact us during working days between **9:30 AM to 6:00 PM ONLY** at:

Email : cp2@opalindia.in

Contact : +91-265-6192617

Please refrain from contacting any sales/technical/other officials of OPaL at Corporate/Zonal offices for the aforesaid reason.



7. PRECAUTIONS TO BE TAKEN

- A. Please take note of the **timelines** mentioned on the first page of this booklet. These timelines are firm and shall not be relaxed for any applicant in any circumstances whatsoever.
- B. Please go through the **Information Booklet very carefully** before you start filling Online Application Form. Keep the same handy, while filling the online form so as to refer to the same. ***You are also advised to review and ascertain Eligibility Criteria carefully before filling up the online application form.***
- C. Information Booklet contains **GLOSSARY** which defines all the terms/terminologies used in the application form. The interpretation of terms/terminologies used by OPaL shall be final. In case of any confusions, clarifications, please feel free to reach out to us through email/call.
- D. Please note that there shall be transaction charges applicable while doing online payment for both **Non refundable Application Processing Fees** and interest free **EMD** as per agreement of the payment gateway provider and listed banks, chargeable to the applicant.
Payment through **Net Banking** may be a preferable option.
- E. **As an abundant precaution, you are advised not to share your password and any transaction related OTP etc with anyone.**
- F. **Though the last date of online form submission is 24th October, 2018, applicants are advised to do the same with time in hand to avoid any last minute glitches.**
Applicants are further advised to make both the payments at least three (3) working days prior to the last date (i.e. 24th October, 2018) so as to avoid any last minute glitches in carrying out successful financial transactions to enable application form submissions.
- G. **Application form submitted online on or before 24th October, 2018** has to be duly printed and sent to the designated address **ONLY** by the deadline, **15th November, 2018** as per details vide *Para 6/O*. Application form applied online but not received by OPaL by the designated timeline along with all relevant documents **SHALL NOT** be considered for evaluation purpose of Stage-I of Selection Procedure under any circumstances. Please note the evaluation shall be of application form duly submitted along with all requisite documents on or prior to the deadline **ONLY**.
- H. **While taking the print out of your application form after submission, you shall have printed ANNEXURE-A which needs to be ticked marked by the applicant against relevant documents being submitted. As a good practice, it is advised to keep the documents in the same order for easy processing.**
- I. **All the documents being submitted are to be duly SIGNED & STAMPED.**

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In case of documents in already printed and bound booklet forms (like Annual Reports etc) first and last page of the document duly signed and stamped shall be accepted.

- J. Please go through the section 9 of the Information Booklet for clarifications on “Who can sign the documents?”
- K. *Please note that OPaL doesn't have any other payment mechanism apart from the payment gateway engrained as part of application module. Applicant may take note and be cautious of any suspicious/ fraudulent / fictitious emails or intimations for any data and/ or payments otherwise from any other such source. OPaL shall not be liable or responsible for any loss or damage directly or indirectly in any such unforeseen eventuality.*

8. GUIDELINES

Applicants are advised to go through the below mentioned guidelines carefully.

You would need to register yourself the first time alongwith desired details, to be able to start filling up application form. Based on the details, you shall be assigned a Username (your registered email id) and Password which can be used to fill up the application form.

The very same email id can be used to fill up multiple applications. However, passwords generated for each application shall be unique. The email id in combination with unique password sent on registered email ID can be used to access individual application.

Nature of Applicant

Please select the Nature of the Applicant e.g. Proprietorship Concern (including HUF) / Registered Partnership Firm / Limited Liability Partnership / Private Or Public limited Company / State or Central PSUs / Registered Co-operative societies. Applicants will have to select the option as applicable which can't be changed later.

In case of company, attested copy of Certificate of Incorporation, Memorandum of Article and Resolution through which the applicant is authorized to apply are to be submitted. Affidavit as per Annexure-C to be submitted.

Attested copy of Certificate of Firm Registration along with Partnership Deed is required to be attached in case of Registered Partnership Firm. Each partner will submit affidavit as per Annexure-B.

In case of Registered Co-operative societies, the certificate of registration and Resolution through which the applicant is authorized to apply are to be submitted. Affidavit as per Annexure-C to be submitted.

APPLICANT'S INFORMATION

You can fill in the details of maximum 10 directors/partners in the online application. In case of more directors, you may attach separate sheet(s) containing the similar details alongwith the printed application form.

You will have to fill in the details of the Proprietor / 1st Partner/Director/ Members /controlling shareholder details and then click **“Save and Add More Partner/Director”** to add details of other members one by one.

1. Name of Proprietor/ Partners/ Directors

Fill in the name as appearing in the Matriculation certificates /Photo ID Card. Upload photograph in the application form or can paste photograph after taking hard copy print.

(Self attested copy of Matriculation Certificate / Photo ID Card to be attached along with the application).

2. Date of Birth

Fill in the date of birth taking help of the drop down or selection calendar.

(Self attested copy of any of the documents as Date of Birth certificate, such as Matriculation certificate, Adhaar Card, Passport, PAN Card, Voter ID Card, Identity card issued by any government agency etc or original copy of affidavit is to be submitted along with the application.)

3. Gender

Please select appropriate Gender as applicable.

4. Nationality

Select the nationality (Indian or Other).

*(An affidavit is to be submitted as per the format enclosed as **Annexure B/C**, whichever is applicable.)*

5. Father/ Husband Name

Please fill in the requisite details.

6. Share in the firm

Enter the partner/director's share in the firm. Pls fill upto two places of decimal like 25.67%.
Share in the firm / company for all partners / directors/ shareholders cannot exceed 100%.

7. Correspondence and Office Address Details, Telephone No, Cellphone No and E-Mail Id

Relevant details are to be filled in.

All the details must be valid for the next 6 months for communication from our side/ verifications.

8. Educational Qualifications

Relevant details are to be filled in.

(Relevant self-attested Copies of certificates from educational institutes/Universities are to be enclosed.)

BUSINESS INFORMATION

1. Organisation Type

Select relevant type of the applicant/entity.

- Manufacturers of polymers/ Others
- Polymer Processors
- Distributor / Trader / Dealer of other Polymers
- Distributor / Trader / Dealer of Polymer Compounds, Additives, Masterbatches etc
- Distributor / Trader / Dealer of Polyolefins

Please refer to GLOSSARY for details of the terminologies used.

You can select multiple options here which are applicable in your case.

2. Products Handled

Please mention all the products that the applicant has handled. The products can be separated by putting a comma in between.

For e.g. : PE, PP, PVC, PET, Titanium Oxide

3. Years of Operations in Similar Products

Please select the number of years /months of experience in similar products in all. Self attested copy of sample **Sales and Purchase invoice (BOTH)** of each fiscal year for each product needs to be submitted for claiming the number of years of experience (*starting from FY 2010-11 onwards*).

4. Geographical Area of Business

Please mention the geographies/locations that applicant has served. Multiple locations can be entered by inserting comma in between.

For eg. Bhiwandi (Maharashtra)

5. Experience As

Select relevant experience of the applicant.

- Processor turned DCA/DCA-cum-CS of co-producers of OPaL
- DCA/DCA-cum-CS of co-producers of OPaL
- Channel Partners of any other company dealing in polymers other than Polyolefin (PO)
- Processors (Polyolefins)
- Others

Please refer to GLOSSARY for details of the terminologies used.

You can select multiple options here which are applicable in your case.

FILL IN DETAILS OF OTHER BUSINESSES OF THE APPLICANT, IF APPLICABLE. *The self attested copy of the relevant documents to be attached as proof of other business.*

FINANCIAL INFORMATION

1. Overall Business Turnover

Overall Turnover for the applicant for last 3 completed financial years (for FY 2017-18, FY 2016-17, FY 2015-16) needs to be entered **in Rs/Lakh upto two places of decimals**.

May pls note that turnover in this field is for the turnover of the applicant (ONLY) from all the businesses. It must not include turnover from related parties/businesses.

2. Turnover of Applicant from relevant business:

Turnover **in Rs/Lakh (upto two places of decimals)** for last 3 years (for FY 2017-18, FY 2016-17, FY 2015-16) from relevant business i.e. marketing and distribution of Polymers and or related polymer segments like that of polymer compounds, polymer additives, masterbatches, polymer processors (manufacturing finished plastic products out of polymers) etc. is required to be filled and appropriate proof for the filled in information is required to be submitted along with physical copy of application form.

It must not include turnover from related parties/businesses.

Please note that turnover from Petroleum products (Petrol, Diesel etc) , Kerosene, Tar, Bitumen, LPG, Lubes, and Oils will not be considered.

A latest certificate of CA (Original Copy) mentioning product wise turnover supported by audited Balance Sheet of last three years along with Income Tax Returns is to be submitted.

- *In case an applicant is working as DCA, the value of product wise sales (segment sales) through DCA would be considered as Turnover.*
- *In case an applicant is working as DCA-cum-CS, the turnover shall be the combined value of product wise sales (segment sales) done as DCA or CS.*
- *A latest certificate from CA is to be submitted, with respect to the product wise value of sales (segment sales) undertaken in every financial year (for FY 2017-18, FY 2016-17, FY 2015-16)*

The above details should be in **Rs./Lakh** rounded upto two places of decimals .

If for example, ABC has a turnover of Rs. 30,543,000 for FY 2016-17.

*This should be filled in as 305.43 in the box under **Value (in Lakh Rupees)***

3. Overall Financial Details: Gross Total Income / Net Worth

You would be required to fill in the details **in Rs/Lakh (upto two places of decimals)** for last 3 consecutive years (FY 2017-18, FY 2016-17, FY 2015-16) for **Gross Total Income (as per Income Tax Act)** and Net worth of the Firm as on **31st March, 2018**.

A certificate of CA supported by audited Balance Sheet of last three years along with Income Tax Returns and acknowledgement copy of Income Tax Return is to be submitted.

The above details should be in **Rs./Lakh** rounded upto two places of decimals.

If for example, ABC has a turnover of Rs. 30,543,000 for FY 2016-17.

*This should be filled in as 305.43 in the box under **Value (in Lakh Rupees)***



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INCORPORATION INFORMATION

1. Please fill in the relevant details as against licences as desired in the application form along with date of issue. After filling please press **SAVE** tab so as to update PAN, GST, IEC, Company Incorporation, Firm Registration etc.)

You may add other licenses by click SAVE and ADD MORE tab.

Please attach self attested copies of the relevant documents.

2. Applicants who have been appointed as an authorized distributor / DCA / DCA-cum-CS/ Consignment Stockist for any Indian or foreign plastic raw material manufacturer or Dealer of OPaL will have to **submit an undertaking, as per Annexure B/C, whichever is applicable, along with their application to disengage themselves from such appointment on being selected as DCA-cum-CS by OPaL.**

INFRASTRUCTURE INFORMATION

Please note that the infrastructure details required are for the applied location only.

1. **OFFICE DETAILS FOR THE LOCATION APPLIED** (details of office to be dedicated for OPaL at the location applied for)

Choose the option as applicable.

If you **SELECT "YES"**, please do fill in the details as required.

Details of office address of Applicant intended for prospective OPaL business may be entered.

Attested copy of any of the following documents (whichever is applicable) is required to be enclosed.

- Attested copy of Registered Title Deed,
- Lease Deed for rented property
- Agreement to purchase / Lease / Rent
- Approved Drawing / Plan / layout of office
- Drawing / Plan / Layout clearly depicting Carpet Area of Office in square feet

If you **SELECT "NO"**, you will have the option of **"identified"** office space; meaning thereby that the applicant has already located the office space. In such case, please submit a copy of Agreement to Lease / Rent or Memorandum of Understanding between Applicant and Property owner duly self attested, for availability of designated place in case of award of Channel Partnership by OPaL.

You may also submit a suitable declaration of possessing/getting a suitable property on lease upon LOI sent to you by OPaL as the case may be.

OFFICE ADDRESS SHOULD BE IN THE VICINITY OF THE LOCATION APPLIED FOR.

Communication Infrastructure

Please select the appropriate response in this particular section. **You may select multiple options for availability of Telephone, Mobile and Internet as the case may be.**



2. WAREHOUSE DETAILS FOR THE LOCATION APPLIED *(details of warehouse to be dedicated for OPaL at the location applied for)*

Choose the option as applicable.

If you **SELECT "YES"**, please do fill in the details as required.

Details of warehouse address of Applicant intended for prospective OPaL business may be entered.

Attested copy of any of the following documents (whichever is applicable) is required to be enclosed.

- *Attested copy of Registered Title Deed,*
- *Lease Deed for rented property*
- *Agreement to purchase / Lease / Rent*
- *Approved Drawing / Plan / layout of office*
- *Drawing / Plan / Layout clearly depicting Carpet Area of Office in square feet*

If you **SELECT "NO"**, you will have the option of **"identified"** warehouse space; meaning thereby that the applicant has already located the warehouse space. Please submit a copy of Agreement to Lease / Rent or Memorandum of Understanding between Applicant and Property owner duly self attested, for availability of designated place in case of award of Channel Partnership by OPaL.

You may also submit a suitable declaration of possessing/getting a suitable property on lease upon LOI sent to you by OPaL as the case may be.

WAREHOUSE ADDRESS SHOULD BE IN THE VICINITY OF THE LOCATION APPLIED FOR (WITHIN RADIUS OF 100 Kms.)

Communication Infrastructure

Please select the appropriate response in this particular section. **You may select multiple options for availability of Telephone, Mobile and Internet as the case may be.**

3. MANPOWER DETAILS

Please mention the Total Manpower (Including Sales Force) in the Box.

Applicants will have to mention the details of existing manpower, designation, their highest educational qualification and their date of joining.

Only employees, who are graduate or above shall have to be considered. The employee should be in service for at least last one year.

You can give the details of up to top 15 employees details except Director / Partners/ Owners/ Promoters/ Stakeholders whose details are already added in online application form.

The self attested copies of following is required to be enclosed along with the application form as proof:

- (1) Educational qualification certificates; and
- (2) Certificate on length of their service from competent authority (*proprietor, partners, director, HR/Personnel etc*)

BANK DETAILS – EMD REFUND

This tab contains details of the concerned bank of the applicant, to be filled in by the applicant, where the refund of EMD is desired in case of being unsuccessful at any stage of the selection process.

Applicants are advised to exercise extreme care in filling up the information desired.

Also enclose a cancelled instrument/cheque of the same bank/account number and send it across along with the application set being sent to designated address.

OTHER ASPECTS TO TAKE CARE

- ***Please note that wherever needed, Applicant may attach a separate sheet for giving any details corresponding to any particular of the application as an addendum of the Application Form duly signed.***
- Each page of the printed application form along with all relevant enclosures (annexures and documents/ evidence) **MUST BE SIGNED AND STAMPED** by the authorised signatory.
- Please submit copy of cancelled cheque of Applicant so as to refund EMD, in case the applicant is not selected for Channel Partnership by OPaL. Any fault in providing incorrect bank details will not hold OPaL liable for improper credit/ delay / loss etc. to applicant.

9. WHO CAN SIGN THE DOCUMENT?

The **Applicant*** shall sign the Application Form and all its annexures /documents submitted along with it with the exact name of the Proprietorship/HUF firm/company. The Application Form shall be duly signed and sealed by the authorized signatory of the **Applicant's** organization as follows:

- I. **Proprietorship Concern:** Proprietor/ Karta of HUF/ Authorized person with Power of Attorney* (duly notarized/ registered) from proprietor.
- II. **Partnership Firm:** All partners/ any one partner with Power of Attorney* (duly notarized/ registered) duly issued by the partnership firm and signed by all other partners authorizing him to sign the bid on behalf of the partnership firm.
- III. **Private/ Public Company:** Authorized signatory of the company.
Authorisation needs to be supported by Board Resolution of the Company/Power of Attorney* duly issued by the Company/Articles of Association of the Company. Following applicable supporting documents compulsorily needs to be submitted by the company (either notarized/registered):

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- a. Extract of Board Resolution of the company wherein authorized signatory has been authorized;
- b. Power of Attorney* duly issued by the company authorizing the person concern to sign the Application Form for Dealers to be appointed by OPaL;
- c. Extract of Board Resolution of the company wherein resolution for issuance of Power of Attorney has been passed;
- d. Extract of Board Resolution of the company wherein authorized signatory has been empowered to delegate his power to another employee of the company;
- e. Relevant Extract of Articles of Association of the company.

The Signatory Director should submit copy of FORM-32 as authorised by Registrar of Companies.

- IV. **Co-operative society:** Chairman/Authorized representative with Power of Attorney* (duly notarized/ registered) duly issued by the Society and signed by authorized members of board.

**** Power of Attorney (duly notarized/registered) should be typed/printed on a Non-Judicial Stamp paper duly issued in favour of the firm/company/society as the case may be.***

TO NOTE:

- The **Applicant** shall clearly indicate their legal constitution and the person signing the Application Form shall state his capacity and also source of his ability.
- The Power of Attorney or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Applicant, shall be annexed to the Application Form including but not limited to the certified copy of extract of Board Resolution on the letter head of the Company/ Firm/ Society recording proper authorizing with power to delegate authority, if any, in form of the signatory or another person. OPaL may reject outright any bid not supported by adequate proof of the signatory's authority.
- Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the document.

GLOSSARY

Polymers

A polymer is a large molecule, or macromolecule, referring to a molecule whose structure is composed of multiple repeating subunits of monomers.

It is generic terminology that consists of both thermosetting and thermoplastics *For Example; PE, PP, PVC, PS, EPS, ABS, ASA, PMMA, SAN, PA, PC, PET, PU etc*

Polyolefins (PO)

A polyolefin is a class of polymers produced from a simple olefin (also called an alkene with the general formula C_nH_{2n}) as a monomer.

Polyolefins therefore, is only PE and PP and is also a 'polymer'. Commonly written as PO.

Polymers under consideration: PE (HDPE/LLDPE/LDPE), PP

Please note that if the applicant is dealing in PE and/or PP, the applicant may select option as Polyolefins and not as 'polymers', the later being a generic terminology consisting of all kinds of polymers.

Other Polymers

The term refers to polymers other than Polyolefins (PE/PP).

Polymers under consideration by OPaL will be commodity polymers except Polyolefins (i.e. PE {HDPE, LLDPE, LDPE} and PP) like PVC, ABS, PET, PS, PC, PU etc

Finished Plastic Products

Refers to the final/ finished product(s) made/processed from polymers as one of the key raw material.

For Ex.; Pipes, crates, film, containers, caps and closures etc.

Polymer Additives

A range of chemicals that significantly improve thermal stability or stability of polymers during its processing, leading to improvement in physical characteristics such as durability, stiffness, clarity, weatherability, thereby creating a finished product fetching higher value. It includes polymer stabilizers, functional agents, additives like antistatic, UV stabilizers, clarifiers, nucleating agents etc also.

Masterbatches

Masterbatch is a concentrated mixture of pigments and/or additives encapsulated during a heat process into a carrier resin which is then cooled and cut into a granular shape. It allows the

processor to colour raw polymer economically and/or additives for enhanced physical properties during the plastics manufacturing process.

Net Worth

“Net worth” means the aggregate value of the paid-up capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.

Turnover

“Turnover” means the aggregate value of the revenue from the sale, supply or distribution of goods or on account of services rendered, or both, by the applicant during a financial year.

Manufacturers of Polymers

The term indicates that the entity is engaged in production/manufacturing of polymers like PE, PP, PVC, PET, ABS, PC etc (as defined above)

For example, Chemplast Sanmar, DCW, Reliance, GAIL, Haldia Petrochemicals etc.

Polymer Processors

The term indicates that the entity is engaged in buying/procuring polymers from polymer manufacturer directly or indirectly and is converting/processing them to make value added products. Therefore, the entity is manufacturing the final/finished product(s) from the polymers as one of the key raw material.

For Example; Entities engaged in manufacturing pipes, cables, crates, film, containers, caps and closures, packaging films etc.

Processor (Polyolefins)

The term indicates that the entity is engaged in buying/procuring Polyolefins (PE/PP) from any PE/PP manufacturer directly or indirectly and is converting/processing them to make value added products.

Therefore, the entity is manufacturing the final/finished product(s) from PE/PP as one of the key raw material.

For Example; Entities engaged in manufacturing pipes, crates, film, containers, caps and closures, packaging films etc.

**Co-producers of OPaL
(wherever used)**

Co-producer is referred to all polyolefin (PE/PP) producers in India namely, Reliance Industries Ltd, IOCL, GAIL, HPL, MRPL, HMEL, BCPL etc. including foreign manufactures like Exxon Mobil, SABIC, Lyondell Basell, etc.

Processor turned DCA/DCA-cum-CS of co-producers of OPaL

The term indicates that the entity was/is a processor (as defined above) and is currently also a channel partner (DCA/DCA-cum-CS) of one of the co-producers of OPaL.

DCA/DCA-cum-CS of co-producers of OPaL

The term indicates that the entity is working as a channel partner (DCA/DCA-cum-CS) of one of the co-producers of OPaL.

Channel Partners of any other company dealing in polymers other than PO

The term indicates that the entity is working as a channel partner (Indenting Agent, DCA or DCA-cum-CS or CS or Dealer) of any other company not in the manufacturing of polyolefins (PE/PP).

For example, CS of Finolex Industries

****OPaL's interpretation of the terms as mentioned above shall be final.***

ANNEXURE-A

Check List for DCA cum CS Application

(The applicants must fill in and submit this checklist at the time of submission of the application)

Details Required	Indicative Documents Required	Check Box (To be ticked)
General Details		
Nationality	Affidavit as per Annexure B/C (whichever is applicable)	
Date of Birth	Date of Birth certificate, such as Matriculation certificate, Passport, PAN Card, Voter ID Card / Aadhar Card etc or original copy of affidavit	
Education Certificates	Relevant Education Certificate(s): Relevant certificate from educational institutes/Universities	
Financial Details		
Turnover	Audited Balance sheet / profit-loss accounts of preceding last three completed financial years i.e., FY 2017-18, FY 2016-17, FY 2015-16	
	Relevant CA Certificate(s) i.e., FY 2017-18, FY 2016-17, FY 2015-16 (In Original Copy)	
	Segmented CA certificate(s) in original clearly indicating the turnover from similar products (Pls refer glossary for details)	
Taxable Income	Income Tax Returns of the preceding last three completed financial years (i.e., FY 2017-18, FY 2016-17, FY 2015-16) /Relevant CA certificate(s)	
	Acknowledgment Copy of Income Tax returns for three Financial Years FY 2017-18, FY 2016-17, FY 2015-16	
Business Details/Experience in Polymer Trade		
Organisation Type	<p>Certificate of Incorporation / Memorandum and Article of Association of Body Corporate / Registration certificate of the Cooperative Society / Certificate of Registration of Partnership Firm / Partnership Deed etc.</p> <p>In case of LLP copy of certificate of registration, LLP Agreement and the Designated Partner Identification Number (DPIN) of the 'Designated Partners' etc.</p>	



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Detail of Directors /Partners	<p>In case of "Company" - Details of Directors and DIN nos. along with the shareholding information duly certified , ROC details , Form 32 / DIR-12 as per Companies Act</p> <p>In case of Partnership - Details of partners' shareholding %.</p> <p>In case of LLP- Designated partner identification n (DPIN) of the "Designated Partners"</p>	
Whether manufacturer, distributor, processor, trader, dealer, other)	<p>Proof from competent authority; The self attested copy of GST registration and amendments or any other certificate / documents from govt. or any other authority indicating the type of organization is to be enclosed as a proof.</p> <p>The self attested copy of appointment letter must be submitted along with the application, wherever possible.</p>	
Products Handled	<p>Proof from competent authority; The self attested copy of sales tax registration and amendments thereof or any other certificate from govt. or any other authority indicating the product handled is to be enclosed as a proof.</p> <p>The self attested copy of appointment letter must be submitted along with the application, wherever possible.</p> <p>Sale invoice of the products handled to be enclosed as evidence of products handled.</p>	
Years of operation in similar products	ATLEAST One sale and purchase invoice of each financial year starting from FY 2010-11 onwards.	
Experience as	Copy of the agreement/ appointment if the applicant is an authorised distributor of any Indian or foreign manufacturer of Polymers/ Petrochemicals/ Chemicals or any other product	
Geographical area of business	Enclose appropriate documents to support the claim (eg sales invoices)	
Statutory Registrations /Licenses	Copy of Relevant / Applicable Registration Certificates (in possession) such as GST, IEC No., PAN card No. etc.	
Details of other business (where the applicant is proprietor / partner / promoter in any other firm)	Name of firm, Nature of firm, Share of the applicant, Nature of business, Turnover (Rs. Lakh)	

Infrastructure		
Type of W/H Ownership	Registered Sale/Title/Lease Deed or Rent Agreement for warehouse or Agreement to purchase/lease/rent / Memorandum of Understanding for Identified Warehouse	
Warehouse Area	Duly signed layout plan of warehouse clearly indicating the carpet area in sq ft. Also, provide Approved Layout Plan / Drawing	

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Office Space	Registered Sale/Title/Lease Deed or Rent Agreement for office or Agreement to purchase/lease/rent / Memorandum of Understanding for Identified Office	
	Duly signed layout plan of office space clearly indicating the carpet area in sq ft. Also, provide Approved Layout Plan / Drawing	
Manpower Infrastrucure	Copies of certificates / Degree in support of educational qualification of the manpower. Also, provide Aadhar Copy of Manpower	
	Certificate on length of service of the employees along with documentary evidence such as Appointment letters, attendance sheets, proof of salary payment, copy of EPF registration etc.	

Declaration & Undertaking	Required to be signed by the applicant on physical print of application form after vetting all details filled in and duly submitted. It should be signed by Authorised signatory of Applicant holding Power of Attorney	
--------------------------------------	---	--

Before Submission of the application form to OPaL, please make sure of the following

Board Resolution / Resolution authorising the 'Applying Person' to apply on behalf of the Body Corporate/Registered Cooperative Society. POA in case of PSU / Partership Firm / LLP/ Cooperative Society duly authorising the authorised signatory of Applicant	
Application Form completely filled and signed on all pages. It should be duly stamped as well.	
Self attestation on all pages of the documents enclosed with the application form.	
Page numbering done & total no. of pages in the application mentioned on the top of the first page of the application form	
Index placed on the top of the application form	
Annexure B/C as applicable	
Application filed properly along with enclosures and sealed in an envelope	



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ANNEXURE-B

(NOTORISED AFFIDAVIT)

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)
(Affidavit to be submitted by proprietor and all partners of partnership firms)

I, -----son/daughter/wife of -----
-----age-----years, residing at -----
-----do hereby solemnly affirm and say as under :

1. That I am an Indian National.
2. *That our proprietary/partnership firm M/s (Name of the firm with address) is duly registered in India and a photo copy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That I have never been convicted nor charges have ever been framed against me by any court of law for any criminal offences involving moral turpitude and/or economic offences (other than freedom struggle).
4. *That I am a Consignment Stockist / Agent / Distributor for PE/PP appointed in the name and style of M/s..... at (full address) by M/s----- (Name of the Company with address). I undertake to disengage myself from the above appointment on being selected as Del Credere Associate cum Consignment Stockist by ONGC Petro additions Limited.

OR
That I am a Dealer for PE/PP appointed by ONGC Petro additions Ltd and I hereby undertake to disengage myself from the above appointment on being selected as Del Credere Associate cum Consignment Stockist by ONGC Petro additions Limited.

OR
*That I am **not** a Consignment Stockist / Agent / Distributor for PE/PP of any Company.

5. That if any information/declaration given by me in my/our application or in any document submitted by me/us in support of application for appointment as Del Credere Associates(DCA) cum Consignment Stockist(CS) or in this affidavit shall be found to be untrue or incorrect or false, then ONGC Petro additions Limited would be within its rights to withdraw the Letter of Intent (LOI) (if already issued)/ terminate the DCA-cum-CS (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal/termination.

(*Strike out whatever is not applicable)

I hereby verify what has been stated above is true to the best of my knowledge and correct and nothing material has been concealed therefrom.

Solemnly affirmed and declared before me.

This ----- day of-----

(Signature and seal of Magistrate/
Judge/Notary Public)

Location :

(Signature of the person
making affidavit)

(Name in block Letters)

(Applicant to ensure usage of valid stamp paper for notarisation. Date of notarisation should not be prior to the date of stamp paper purchase date)



ANNEXURE-C

(NOTORISED AFFIDAVIT)

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

(Affidavit to be submitted by Registered Co-operative Societies and Organised bodies like Government Organisations/ Corporations/ State & Public PSUs/ Public Limited Companies and Companies incorporated under Companies Act 1956)

In matter of appointment of Del Credere Associate(DCA) cum Consignment Stockist(CS) by ONGC Petro additions Limited at------(Location) whereas-----

(Name and address of the Registered Co-operative Society*/Body Corporate*) has applied for DCA-cum-CS of M/s ONGC Petro additions Limited at----- (Location).

I, -----son/daughter/wife of -----
-----age----years, residing at -----
-----do hereby solemnly affirm and say as under:

1. That through a resolution passed by the Co-operative Society*/Body Corporate*, I have been authorised to apply for the said DCA-cum-CS. A copy of the resolution/Authorisation is enclosed herewith forming part and parcel of this affidavit.
2. That the said Co-operative Society*/Body Corporate* is duly registered in India and a photo copy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That on behalf of the Co-operative Society*/Body Corporate*, I undertake that we will observe all the relevant guidelines with regard to award/operation of the said DCA-cum-CS issued by ONGC Petro additions Limited /Govt. of India or any other statutory body from time to time.
4. *That there are no charges framed against any member by any Court of Law, and/or no member of the registered Co-operative Society has ever been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle) punishable under law. (**applicable only for registered co-operative society**)
5. That the registered Co-operative Society*/Body Corporate* does not have any criminal records nor does it have any criminal charges framed against it by any Court of Law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under law.
6. *That the Registered Co-operative Society*/Body Corporate* is a Consignment Stockist / Agent / Distributor for PE/PP appointed in the name and style of M/s..... at (full



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address) by M/s----- (Name of the Company with address). I, on behalf of the Registered Co-operative Society*/Body Corporate*, undertake to disengage it from the above appointment on being selected as Del Credere Associate cum Consignment Stockist by ONGC Petro additions Limited.

OR

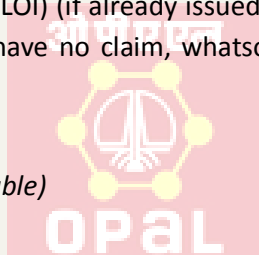
That the Registered Co-operative Society/Body Corporate* is a Dealer for PE/PP appointed by ONGC Petro additions Ltd and we hereby undertake to disengage ourselves from the above appointment on being selected as Del Credere Associate cum Consignment Stockist by ONGC Petro additions Limited.

OR

That the Registered Co-operative Society/Body Corporate* is **not** a Consignment Stockist / Agent / Distributor for PE/PP of any Company.

7. That if any information/declaration given by me in my/our application or in any document submitted by me/us in support of application for appointment as Del Credere Associates(DCA) cum Consignment Stockist(CS) or in this affidavit shall be found to be untrue or incorrect or false, the ONGC Petro additions Limited would be within its rights to withdraw the Letter of Intent (LOI) (if already issued)/ terminate the DCA-cum-CS (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal/termination.

*(*Strike out whatever is not applicable)*



I hereby verify what has been stated above is true to the best of my knowledge and correct and nothing material has been concealed therefrom.

Solemnly affirmed and declared before me.

This -----day of-----

(Signature and seal of Magistrate/
Judge/Notary Public)
Location :

(Signature of the person
making affidavit)
(Name in block Letters)

(Applicant to ensure usage of valid stamp paper for notarisation. Date of notarisation should not be prior to the date of stamp paper purchase date)



ALL THE BEST !!!

CONTACT US

Email : cp2@opalindia.in

Contact : +91 – 265 – 6192 617

(During working days between 09:30 AM to 6:00 PM)

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